



ASSISTANT DIRECTOR – PARKS

Job Code: 6002

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

NATURE OF WORK

This is specialized technical and supervisory work in the landscaping and maintenance of City parks, median strips, and other landscape areas. Work involves responsibility for assisting with the implementation of landscape plans and for general direction of parks maintenance. The incumbent gives technical direction and field supervision in a wide variety of skilled functions related to the maintenance of park beautification.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Supervises, assigns, and checks the work of skilled and unskilled workers engaged in such activities as: pruning, propagating, spraying, planting, transplanting, cultivating, mulching and trimming trees and plants
- Supervises the operations of the Nursery and Conservatory
- Diagnoses plant and tree diseases and prescribes treatment
- Coordinates nursery stock with landscaping needs
- Assists in the planning of preparation of landscaping specifications; estimates costs of labor and materials
- Establishes standards of grounds maintenance and care and reviews work of subordinates for attainment of such standards
- Conducts continuous inspection program on all trees and plants to ascertain amount and type of fertilizer, weed killers, fungicide, insecticide, and irrigation required
- Provides for systematic maintenance of all landscaping throughout park system
- Coordinates the scheduling of all specialized crews assigned to maintenance activities in the City parks and median strips
- Supervises maintenance and construction jobs in the field
- Coordinates men and equipment
- Coordinates equipment maintenance and repair with mechanics in order to effect efficient scheduling of field crews
- Assigns crews as necessary to support special City events
- Directs the landscape maintenance of City facilities such as City Hall, Police Headquarters, and all Fire Stations
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices and procedures of landscaping and forestry
- Considerable knowledge of the methods, materials, tools and practices used in the propagation, planting, transplanting, digging, and cultivation of nursery stock
- Considerable knowledge of the methods and practices of treating grasses, plants, and trees for blights, fungi, insects, parasites, and of diseases peculiar to subtropical climate
- Considerable knowledge of occupational hazards and safety precautions, rules and regulations applicable to parks maintenance and construction work
- Ability to read, interpret, and assign work from blueprints, sketches, specifications, and construction drawings
- Ability to estimate labor, materials, and equipment requirements and costs
- Ability to utilize independent judgment in arriving at decisions concerning administrative and operating problems
- Ability to understand and carry out complex verbal and written instructions

- Ability to prepare and maintain accurate records and reports
- Ability to plan, assign, supervise, and evaluate the work of subordinate employees in a manner conducive to full performance and high morale
- Ability to establish and maintain effective working relationships with City officials, other employees, contractors, and the general public
- Ability to communicate effectively, both verbally and in writing

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's degree in Environmental or Ornamental Horticulture, Landscape Maintenance or a related field
- Six (6) years full-time verifiable progressively responsible experience in management of a park, landscape or nursery related operation.
- Additional related experience may substitute for education on a year-for-year basis
- Desire:
 - Restricted use pesticide license with certification in ornamental and turf, right-of-way, and aquatics applications
 - Limited certification in lawn and ornamental pest control
 - Experience in personnel or financial management
 - Written and verbal Spanish communication skills
 - Knowledge of windows, word processing, spreadsheets and graphics

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, or kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General direction is received from the Parking Director
- Work is performed with little direct supervision and with wide latitude for the use of independent judgment
- Performance is evaluated for adherence to City and Department policies and procedures, and attainment of desired goals and objectives through personal conferences and review of reports of division operations

SUPERVISION EXERCISED

- The incumbent plans, schedules, evaluates, and is held accountable for the work of supervisory, skilled, unskilled, and clerical employees engaged in the maintenance and construction of City parks and other landscaped areas